



THE ASSOCIATION OF  
COUNSELLING THERAPY  
OF ALBERTA

Precursor to the College of  
Counselling Therapy of Alberta

*Protecting the Public, Together*

## Registration Guidelines

*Reviewed and updated April 2024*

Registration guidelines outline the administrative procedures of the Registration Manager and Registrar. In some circumstances, the Registrar may make exceptions to the guidelines.

### **Guideline 1—Applicants who have had their applications rejected due to insufficient demonstration of education, training, supervision, or hours of practice in the profession can reapply once those gaps have been addressed.**

If an applicant does not have the portfolio of assessment that demonstrates they have acquired the education, supervision, and hours within the profession, their application will be declined with feedback on the gaps in their portfolio of evidence. Applicants can reapply once they adequately address the gaps. The application fees are not refunded or applied to future applications.

### **Guideline 2 - Applications with additional considerations.**

If an applicant meets the registration requirements but has additional considerations arising from the background and character questions, their application may take additional time for consideration. It is possible that the application will be deferred to the regulatory College.

### **Guideline 3 - Non-payment of membership fees**

Confirmation of membership, registration number, and tax receipts are not available to an applicant until membership fees are paid in full. ACTA requests that applicants pay fees within two weeks of acceptance, which are prorated accordingly.

- If the membership fee is not paid in full within two weeks of acceptance, a reminder email offering another two weeks to pay without penalty will be sent that includes a notice **that a \$50 late fee will be charged in two weeks, and their file will be closed in four weeks if fees remain unpaid.**
- If the membership and late fee remain unpaid, their file will be closed six weeks from the approved date. The applicant will receive notice that their application has been declined for non-payment. The \$200 application fee is non-refundable and must be paid again upon

re-application. Re-applying may require a new criminal record check and/or reference letters. **Criminal record checks and character reference letters must be no more than one year old.**

#### **Guideline 4 - Delay in receipt of supporting documentation from the applicant**

Upon application, ACTA may request additional documentation to support the decision-making. We request that an applicant responds within two weeks with the additional information or with a timeline for the information to be forthcoming. If ACTA has not received supporting information within a reasonable timeframe or has not received a response from the applicant, the file may be closed. The applicant will be given another notice that the file will be closed in two weeks if they have not responded.

The applicant will receive notice that their application has been declined for insufficient information. The \$200 Application fee is not refunded and must be paid again upon re-application. Re-applying may require a new criminal record check and/or reference letters. **Criminal record checks and character reference letters must be no more than one year old.**

#### **Guideline 5 - Stale dated documents (criminal record checks, character reference letters) from delays in receipt of supporting documentation**

When additional information or documents are requested for registration, the applicant must respond within two weeks or provide a timeline for the information to be forthcoming. Once the updates are received, the previously submitted documentation will be reviewed to ensure the documents are not stale-dated. If, at that time, the criminal record check, and/or the character reference letter(s) are no longer current according to policy, the applicant is responsible for providing new documents. **Criminal record checks and character reference letters must be no more than one year old.**

#### **Guideline 6 - Annual Renewal Process (Approx 5 min.)**

To remain in good standing with ACTA there is a brief annual renewal process in March. This process does not require uploading additional documentation unless you have acquired new certifications or education credentials that must be added to your file or if you have a name change. The renewal process simply requires you to update your ALINITY file and pay the registration fee.

Failure to complete the renewal process or pay the membership fee will result in your file being cancelled with no refund. You will be required to pay again upon re-application, which may require a new criminal record check and/or reference letters. Criminal record checks and character reference letters must be no more than one year old.